

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

POLIQUIT ROSALINA DIALIMAR
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

DPBAB VISCA

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP.
ACT/ RA 7180
BOARD RES/
ORD. NO.
ITEM NO. LS

6b. PREV. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

P42,480.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY []

CITY []

PROVINCE []

1st 2nd 3rd 4th 5th 6th
[] [] [] [] [] []

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working Time

D U T I E S

80%

1. Handle classes in botany, genetics and
plant breeding courses.

15%

2. Conduct researches.

5%

3. Do other duties that may be assigned from
time to time.

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Director of Instruction</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p> <p style="text-align: center;">None</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">Teaching materials, calculator, pen, etc.</p>																													
<p>18. CONTACT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Supervisors</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Management</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Others (Specify)</td> <td></td> <td></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	X		Other Agencies	X		Supervisors		X	Management		X	Others (Specify)			<p>19. WORKING CONDITION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Field Work</td> <td></td> </tr> <tr> <td>Field Trips</td> <td></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td></td> </tr> </tbody> </table>	Normal Working Condition	X	Field Work		Field Trips		Exposed to Varied Weather		Others (Specify)	
	Occasional	Frequent																											
General Public	X																												
Other Agencies	X																												
Supervisors		X																											
Management		X																											
Others (Specify)																													
Normal Working Condition	X																												
Field Work																													
Field Trips																													
Exposed to Varied Weather																													
Others (Specify)																													
<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>10/22/93</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Rosalina Dimalimas</i></p> <p>ROSALINA DIMALIMAS-POLIOQUIT</p> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">To provide instruction, research and extension services.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">To teach plant breeding and ag. botany courses.</p>																													
<p>23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).</p> <p>Education: BS degree w/ specific area of specialization plus</p> <p>Experience: other requirements per QS of the College</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">None</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>10/25/93</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Othello B. Capuno</i></p> <p>OTHELLO B. CAPUNO - Dept.head</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Samuel S. Go</i></p> <p>SAMUEL S. GO</p> <p>Head of Agency</p> </div> </div>																													

Renewal 11-1-93